

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

1. 9422

L 8M 3422

Reserve

WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.

LIBRARY
CURRENT SERIAL RECORD

JAN 5 1946

U. S. DEPARTMENT OF AGRICULTURE
October 18, 1944

MARKET NEWS AND GRADING DIVISION MEMORANDUM NO. NX-109

To: All Livestock, Meat and Wool Market News Offices

From: Fred C. Beard, Chief, Market News and Grading Division
Livestock and Meats Branch, Washington 25, D. C.

Subject: Errors in Statistical Reports and Responsibility for
Preparation of Form LSM-52 Reports

Some recent checking of statistical reports supplied by field offices reveals that the usual care is not being exercised by some offices in preparation and checking of the data supplied.

A recent check of the weekly Form FDA-723, (LSM 52), reports revealed errors in approximately one-half of the reports of one week. Even though the amount of the error was frequently small, some were of significant amounts and very obvious. Care should also be exercised to enter any explanatory footnotes that are appropriate.

The monthly Form FDA 738 (LSM-33), reports of daily actual salable and total livestock receipts should also be prepared with the utmost care, and checked before it is released.

In order to clarify any misunderstanding that may exist relative to preparation of the weekly and monthly Form LSM-52 reports, the Division regards these as technical reports which are to be prepared and checked by technical members of the reporting staff before mailing. Daily detailed quotations on each branch of the market should be entered by a reporter, preferably the reporter covering the market. At the end of the week, he should figure and enter the averages, after which the report may be given to a clerk for typing. In turn the typed copy should be checked by the reporter before mailing.

At offices having a statistical clerk (Chicago, Kansas City and Omaha), the averages may be figured and entered by the statistical clerk, after the daily detailed quotations have been entered by the market reporter.

The Division's policy of long standing, that all reports should be carefully checked before mailing, still applies to all reports released by this Division.

LIBRARY
CURRENT SERIAL RECORD

☆ NOV 1 - 1944 ☆

U. S. DEPARTMENT OF AGRICULTURE

Fred C. Beard

